ND BUSINESS EDUCATION FRAMEWORKS
Word Processing 9 - 12

Course Code	Course Name/Description	Grade Levels	Accreditation Time/Credit Options
14096	**Word Processing –** A course designed to use word processing software to create and edit documents such as business letters, envelopes, labels, flyers, reports and newsletters. Students will develop improved productivity by using timesaving shortcuts including templates, merging, tables, and key commands. Students will continue to practice formatting, editing, composition and proofreading.	9-12	¼, ½ or 1*

Topic	Standards
• Document production (e.g. newsletters, business letters, labels, envelopes, flyers, reports)	• Write coherent business messages, instructions, descriptions, summaries, and reports using appropriate formats (4.1.3.11) • Use a variety of references and resources (both printed and digital) when writing business documents (4.1.3.23) • Prepare formal and informal reports using suitable format and supplementing with appropriate graphics (4.1.3.24) • Use acceptable standards for grammar, punctuation, and word and number usage (4.1.3.8) • Apply layout and insert functions including tabs, margins, hanging indents, word-wrap, columns, headers/footers, and tables (8.4.1.9) • Demonstrate editing functions including cutting, pasting, importing and exporting text and graphics

	(8.4.1.8)
• Merging documents	• Demonstrate integration procedures to create merge documents and linked documents (8.4.1.12)
• Creating templates	• Create templates and macros (8.4.1.16)
• Tables	• Apply layout and insert functions including tabs, margins, hanging indents, word-wrap, columns, headers/footers, and tables (8.4.1.9)
• Inserting media (e.g. hyperlinks, textboxes, Word art, shapes, clipart)	• Demonstrate proper use of drawing tools (8.4.1.10)
• Printing and Storing	• Use word processing software to demonstrate functions including creating, modifying, storing, retrieving, and printing (8.4.1.2)
• Proofreading	• Proofread and edit documents for accuracy, content, and correct grammar (8.4.1.7) • Proofread business documents to ensure that they are clear, correct, concise, complete, consistent, and courteous (4.1.3.20)
• Ethical Use of Technology	• Discuss copyright rules and regulations (e.g., images, music, video, software) (8.11.1.3) • Distinguish among paraphrasing, documentation, and plagiarism (4.1.3.9) • Document properly both print and electronic digital sources to avoid plagiarism (4.1.3.10) • Demonstrate legal and ethical behaviors when using information technology (8.11.1.5) • Identify privacy issues within an organization (8.11.1.8) • Adhere to and apply organizational policies for privacy and intellectual property (8.11.1.10) • Implement organization policies and procedures for ethics and privacy (8.11.1.14)

*Essential Frameworks Standards listed are designed for a ½ credit class. If the class is offered for an entire credit, please use the Business Education Standards for Word Processing to expand the essential content. If the class is offered for a 1/4 credit, please adjust the essential content.